

Programme Assistant

JOB TITLE: Programme Assistant

REPORTS TO: Head of Network Operations

TEAM MEMBERS: Network Operations team

SALARY CATEGORY: A. Assistants

LOCATION: GWP Secretariat in Stockholm

SCOPE OF THIS POSITION:

The Programme Assistant will work in the Network Operations Unit supporting the team in the development and implementation of the Network Operations Unit's workplan, including the thematic approaches on water security and urbanization, ecosystems, energy, food, and transboundary water resources management (referred to below as thematic areas). The time allocated to different thematic areas will depend on the requirements, as specified in the Network Operations Unit's workplan.

DUTIES AND TASKS

Specific duties and tasks include:

- Assist the Network Officers in tracking global processes related to water security and thematic areas and pursuing activities at global level.
- Support the Network Officers in assisting RWPs in programme/project proposal development, in particular through research on specific topics (e.g. on donor requirements, basic information on the issue/country/region, formatting and editing documents, etc.)
- Support the Network Officers in assisting RWPs in programme implementation.
- Support the Network Officers in the review and assessment of RWPs progress reports, by compiling assessments and reports from regions, and by ensuring that relevant information is duly collected, filed and accessible
- Assist in the compilation/synthesis of lessons learnt and outcomes of programme implementation and feed into GWP knowledge systems, GWP websites, GWP Tool Box and others
- Work with the GWPO Communication Unit to develop communication materials
- Maintain articles and update the website to ensure visibility of GWP programmes
- Assist the Network Officers in the reconciliation of regional implementation, delivery of activities and budgets against work plans and budget forecasts.
- Provide support to experts and consultants commissioned by GWPO to provide services; including administering the contractual relationships between GWPO and service providers
- Prepare, organise, manage and file key documents, decisions, contracts related to the GWP programmes
- Support the planning and organization of GWPO quarterly review meetings on programme development

- Work closely with the Network Operations Unit as a member of the team and contribute to a dynamic team working spirit and environment
- Any other duties as assigned to enhance the thematic areas and programmes' implementation

EXPERIENCE AND QUALIFICATIONS

- Minimum 3 years' experience in project management of development cooperation programmes.
- Knowledgeable on the concept of integrated water resources management (IWRM) and related topics.
- Relevant university degree in science or political sciences.
- Excellent written and oral communication skills. Fluency in English is a requirement, other languages are an advantage.
- Ability to coordinate and manage multiple tasks with excellent project management skills.
- Pro-active, solutions- and service-oriented work style, with excellent interpersonal skills, able to work effectively and harmoniously at all levels.
- Experience in a multicultural environment.
- Proven ability to work as part of a team.
- Computer skills, including internet navigation, experience with the Microsoft Suite of programs, and an ability to acquire web editing skills, use of spread sheets

Applications should be sent to e-mail vacancy@gwp.org no later than 20 June 2014. Please note that only shortlisted candidates will be contacted in the recruitment process.